



DEPARTMENT OF THE AIR FORCE  
WASHINGTON DC

25 APR 2002

OFFICE OF THE ASSISTANT SECRETARY

MEMORANDUM FOR ALMAJCOM/FOA/DRU (CONTRACTING AND COMPETITION  
ADVOCATES)

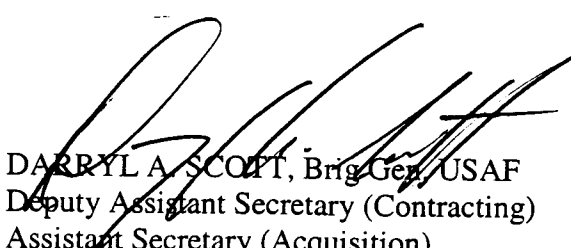
FROM: SAF/AQC  
1060 Air Force Pentagon  
Washington, DC 20330-1060

SUBJECT: AF Commercial Acquisition Implementation Plan  
(SAF/AQ Memo, 6 April 2001)

Last year we released our Commercial Acquisition Implementation Plan to increase the number of commercial acquisitions under FAR Part 12. With your assistance, we've established new metrics and tools to help us increase the number of commercial awards. I've attached a bullet background paper to help the Competition Advocates understand the metrics and how to incorporate them in their annual plans to achieve our Air Force goals. I'm also providing a link on the SAF/AQC website that contains two tools to assist you with implementing the plan. Posted on the SAF/AQC website under <http://www.safaq.hq.af.mil/contracting/toolkit/part12> is a briefing that introduces the goals, the methodology behind the standardized query and examples of the Federal Supply Classification (FSC) "peel back" capability. In addition to the briefing, the website contains a final draft copy of AFI 63-3, Competition and Commercial Advocacy. This AFI provides the detailed instruction on the Competition Advocate Program and how the annual plan should incorporate the new commercial metrics.

I need your help in achieving our Air Force goals. We remain committed to providing the best possible support and tools to assist you. I solicit your ideas and recommendations on how we might continue to improve our support to you.

Our POC for this project is Maj Scott Calisti, SAF/AQCP, DSN: 425-7072 or email at [scott.calisti@pentagon.af.mil](mailto:scott.calisti@pentagon.af.mil).



DARRYL A. SCOTT, Brig Gen, USAF  
Deputy Assistant Secretary (Contracting)  
Assistant Secretary (Acquisition)

Attachment:  
Bullet Background Paper--Application of AF  
Commercial Metrics

**BULLET BACKGROUND PAPER**  
**ON**  
**APPLICATION OF AF COMMERCIAL METRICS**

**PURPOSE:** Explain how we will integrate the metrics into our annual commercial reporting.

**DISCUSSION:**

- Using the metrics: MAJCOM Competition and Commercial Advocates use and flow down metrics format and standard query to your contracting activities
  - AQC will collect the data and populate the metrics provided to the MAJCOM/FOA/DRUs
  - MAJCOMs use the standard query embedded in slide three of the metrics for their activities
    - Resulting spreadsheet provides: FY, activity, contract number, dollars, FSC, and item description for totaling commercial actions/dollars and data to complete FSC analysis
    - FSC “peel back”--identify FSC’s using a mixture of commercial and non-commercial buying procedures; then take a critical look at your non-commercial buys and ask--Why can’t this be bought using Part 12?
    - Identify/track FSCs with greater commercial potential; drive those FSCs toward wholesale conversion to commercial procedures
- Integrating metrics into your annual competition and commercial plans:
  - Competition portion of the plan will remain basically the same
  - Commercial part of the annual plans:
    - Report total end-of-FY commercial dollars/actions by attaching your metrics to your plan
    - Share commercial success stories--already part of your annual plan, however, we are adding 6 criteria to measure mission impact/improvement as a result of the innovation
    - To ease data collection AQC has provided a suggested format to collect commercial initiatives, reference the final draft of AFI 63-3, Attachment 1
    - Another option to reporting commercial successes--attach your FSC “peel back” slide showing an increase in the number of commercial actions from the previous FY with a brief synopsis of how you did it and the mission impact
    - End game is to share these success stories AF-wide via the advocate web page